

20 August 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Suggestions in Planning for the Future

1. There is a need to have a microfilm machine that you can update your files in the immediate file area. This machine must be able to photograph a document and transfer it to a piece of film in a dry process. It must be able to place the image in any position on the film. I'm thinking along the lines of a 5 x 8 piece of film. I suggest this be used in areas of case type files.

2. We should think of using Computer Output Microfilm (COM) for a number of personnel, logistics and finance machine runs, especially those that have to be retired to the records center. I feel SIPS is thinking along this line also.


3. Microfilming of Supplemental Distribution (including Agency regulations).

4. Great need to get SIPS on the air as originally planned. If this is done, a great deal of advancement will be accomplished in the Paperwork Management field.

5. Train Records Management Officers for full-time employment as Records Officers, which will enable them to carry out the necessary functions of the job, such as writing of Records Control Schedules, installing file systems, form evaluation, design and control. Carry out the duties to fulfill the Vital Records Program. Write job description to show the same.

6. Obtain younger people who are willing to work as apprentice to learn the Records Management Program to replace the present Records Management people as they advance or retire.

7. Need for records staging areas, which will have strict rules for use, before records are sent to the Records Center.

  
DDS Records Management Officer

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1. Seek means by which the space allocated to Records storage will be kept to a minimum, without permitting the recorded means or space compaction to lessen the efficiency of the processing, filing, storing and retrieving activity.

In accomplishing this, the Research portion must employ talents that are capable of conducting in depth studies of all technological systems to insure their compatibility with the operational, legal and archival requirements of both CIA and NARS. This includes such systems as microphotography and all its specialties, computerized information storage, laser storage of recorded information, etc.

If the research proves favorable we must then proceed into the developmental stage, the actual exploration of the advantages and disadvantages through evaluating the impact that such change will make on present and future operating procedures. We must perform this research with such thoroughness that we will avoid the employment of a new technique that would impact unfavorably on, or jeopardize any related or integral part of an overall system or program.

2. It has been said that people are this Agency's most important asset. It is therefore essential that we provide an environment that will not only motivate our employees, but also provide them the opportunity to improve their capabilities through practical "on the job" training. The fact that this agency started some twenty-three (23) years ago many of the experienced and original employees are very close to retirement and each year will see more and more experienced people retire. This can become much more of a problem in our particular agency than in other agencies because many of the skills and manner of performance in CIA are unique. Because of this uniqueness the effectiveness of our operations could deteriorate if the personnel replacements have not received "on the job" type of practical experience.

I recommend that a research project be undertaken that will result in the identification of those positions in which it is essential that there not be any significant interruption to operation. To accomplish this would require each office to train replacement personnel consistent with an established period of time.

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3. The fact that there is a moratorium on a new building in the government makes the availability of "Space" a very important issue. The effectiveness of our operation could be jeopardized if we are unable to realign our present space to provide space commensurate with increased project commitments, or other newly acquired responsibilities. In order that we may make the best utilization of current space we should review our security requirements to determine if the installation of automatic alarm systems placed at the entrances to corridors could substitute for many of the 4 drawer safes now in use. I feel that if we had adequate security controls at the access areas, supplemented by the use of an occasional closed circuit T.V. camera, we could substitute shelf files for the currently required 4 drawer safes. This equipment change would result in more efficient use of floor space and improve office efficiency as well as reduce filing equipment costs.

Therefore, I recommend that an R&D project be initiated that will determine the feasibility and effectiveness of installing such a system.

4. The manufacturers of filing equipment have done much through Research and Development to provide their users with types of equipment that will permit greater file storage capacities and at the same time result in a reduction in floor space requirements. Two of these items are Moveable Shelving and Conserv-A-Trieve. The first, moveable shelving, can in some installations result in a floor space savings of 50% and more. The second, Conserv-A-Trieve utilizes the maximum available height in a particular area through the use of a "Cherry Picking" type of machinery. This second piece of equipment presently can only operate between rows of shelving. This limitation requires that an aisle be provided between each row of shelves, and each aisle be equipped with one of these expensive selecting and retrieving mechanisms. This requirement that an aisle must be provided to accommodate the selecting mechanism results in some waste of floor space that could be overcome through the employment of a system that will incorporate the advantages of both moveable shelving (1 aisle in lieu of 5) and the use of the maximum allowable ceiling height.

I recommend that a Research and Development Project be undertaken that will result in the incorporation of both systems, Moveable Shelving and Conserv-A-Trieve. This combination, if successful, could result in the ultimate of space saving file equipment.

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